

~~SECRET~~

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

Notes from Briefing to the DCI on DA Activities in 1989

FROM: R. M. Huffstutler
Deputy Director for Administration
6E08 OHB

EXTENSION

NO.

DDA 89-2290

DATE

28 December 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director of Central Intelligence

1/02

1/03

h

Dick,

Attached are the notes that Roy and I gave to the DCI in briefing him on DA activities in 1989. I thought you might be interested in the scope of activities pursued in the Directorate this past year.



R. M. Huffstutler

Attachment

2. DDA

5 JAN 1990

h

3. ADDA

08 JAN 1990

fu

4. EKA

08 JAN 1990

h

5. MS/DA

6.

7.

8. DDA REG.

9.

10.

11.

12.

13.

14.

15.

DDA REGISTRY

FILE: DVM-10



~~SECRET~~

27 December 1989

DDA PLANNING AND REVIEW INITIATIVES

1. DA Personnel Task Force: Reviewed all DA career service procedures, compared DA Office practices, codified guidance in DA Supervisor's Handbook.
2. Transactional Cost Task Force: Representatives from each DA Office streamlined some 80 acquisition, contracting, and approval procedures. Numerous authorities were delegated downward from the ExDir and the DDA and 23 regulations are being rewritten to reflect the change.
3. Corporate Management Program: Six DA Offices have undertaken an integrated program to streamline the data bases on personnel, security, medical, training, finance, and logistics so that corporate data can be commonly available to appropriate Agency managers. This five-year program requires the complete redesign of all administrative data bases and replacement of obsolete ADP systems.
4. Strategic Plan for Agency ADP and Commo Systems for the Year 2000: A five-man staff has worked a year to discern the Agency's operating environment at the turn of the century and the requirements of ADP and Commo support that derive from it.
5. DA Management Structure Review: A zero-based review of the organization and position allocation within the DA. Some 200 positions were reallocated as a result, equivalent to about three years' growth.
6. Project Management Task Force: A review of DA external contracting and program management which resulted in new Directorate-wide procedures for tighter management control and a project management course to be taught by OTE.
7. Review of the SPO System: After three years of experience, the lessons learned led to numerous small changes in personnel policies, organization, and training.

STAT



S E C R E T

DDA Planning and Review Initiatives (Continued)

8. Overseas Technical Support Task Force: Elements of three other Directorates were represented on this review of future technical support for a computerized CIA station. Policies to control the proliferation of diverse ADP systems and revise the training for communications personnel resulted.

9. Task Force on Personnel Suitability and Selection Criteria: Looking to the demands of the future and a work force composed increasingly of minorities, how must the Agency evaluate people, and alter its current practices?

10. Strategic Plan for Space: Commissioned to chart a course to consolidate the large Washington population outside of the Headquarters compound, contain costs, and alleviate crowding. Concludes we require a second Agency compound during the coming decade.

11. Minority Hiring Task Force: Created to improve the Agency's performance with minority recruitment and placement. The result has been an overall increase of 36% in minority hiring, of which minority professional hiring increased 79% this past year.

12. Task Force to Reorganize the Office of Information Technology and the Office of Communications: Technology is causing a gradual merger of these functions. Resulted in a decision to move one OIT division to OC, reorganize the Communications School curriculum which OIT technical people will now also attend, and to adjust personnel procedures. This will set the stage for a reorganization in the mid-90's, impossible at present because of large "cultural" differences between an overseas service and a Headquarters service.

25X1

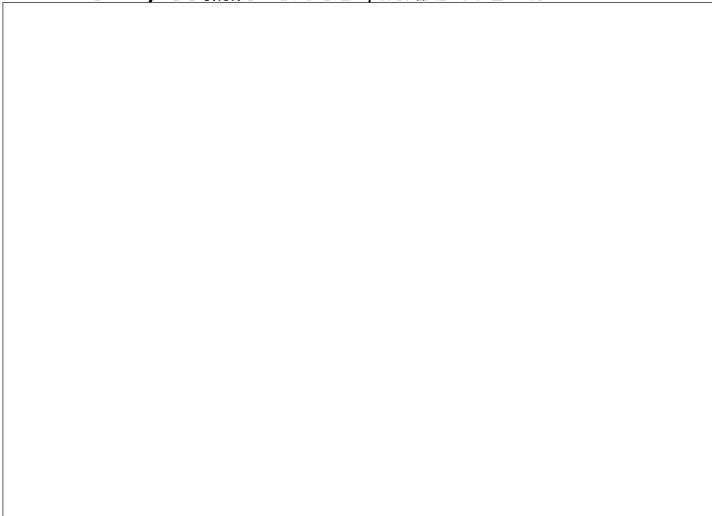
27 December 1989

AREAS OF DA MANAGEMENT EMPHASIS

1. Streamlining Operations for More Effective Service:

- Transactional Cost
- Project Management
- Management Structure Review
- Minority Hiring Effort
- OIT/Commo Reorganization

25X1

- 
- Overtime Task Force (15% Dollar Reduction)
 - Post Award Contract Audits (Doubled)
 - Clearance Processing Time
 - Payroll Improvements
 - Prompt Payment
 - Insurance Claims (4-5 Days from 6+ Months)
 - Retiree Checks (30 Days)

STAT

S E C R E T

Areas of DA Management Emphasis (Continued)

2. Personnel Development and Benefits:

- Supervisory Training, Handbooks
- Career Service Changes
- SPO Procedures Study
- Commo School Curricula Changes
- Degree Programs through Central Texas College, NOVA, etc.
- Clerical Pool (Specialized Training for Entry Personnel--STEP)
- Multi-cultural Training
- Day Care
- Emergency Leave Bank
- Career Transition Center (90 Days)
- Retiree Recognition (Pins, Watches, Clock)

3. Reorganizing the Business with Major Investment Programs:

- Strategic Plan for Space
- Strategic Plan for ADP/Commo in Year 2000
- Management Data Base Program
- Strategic Plan for Covert Support

4. Other Planning Initiatives:

- Task Force on Personnel Selection and Suitability Criteria
- Flex Benefits Task Force
- Decentralized Monetary and Logistics Procurement
- Central Travel (Travel Agency/Credit Cards)
- Household effects shipments
- CRAFT/DOLPHIN

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Notes from Briefing to the DCI on DA Activities in 1989

FROM:

R. M. Huffstutler
Deputy Director for Administration
6E08 OHB

EXTENSION

NO.

DDA 89-2290

DATE

28 December 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC
2. D/OFM
1212 Key3. D/OIT
4. D/OL
5. D/OMS
1D4061 OHB6. D/OP
4X48 NHB7. D/OS
8. D/OTE
1026 CofC9. SSA/DDA
6E22 OHB10. C/MS/DA
6E22 OHB11. C/CMS/DA
7C18 OHB12. C/SPG/DA
413 Key13. DA/IRO
1236 Ames14. C/RPD/DA
1105 Ames

15.

Attached are the notes that Roy and I used to brief the DCI on DA activities in 1989. Despite the fact that many of you were involved with these, we thought you might be interested in the scope of the activities pursued in the Directorate this past year.

R. M. Huffstutler

Attachment

ORIG:DDA:RMHuffstutler:sd:

Distribution:

Original - DDA Subject wo/att
1 - Each Addressee w/att
1 - DDA Chrono wo/att
1 - RMH Chrono wo/att

additional Distribution

S E C R E T